

Logging-In Quick Guide

TWO MINUTE EMPLOYEE GUIDE TO GPS

GPS is your secure online performance management system. You and your supervisor will use GPS throughout the year to track goals, complete evaluations and identify growth opportunities.

How Do You Get Started?

Using GPS is easy.

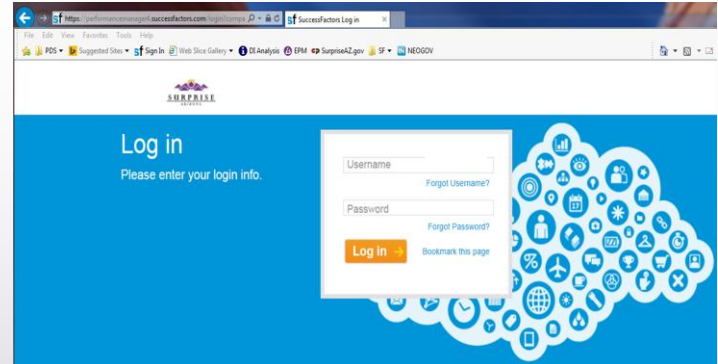
You will receive an email with all the information you need to log in to the GPS website. The email will have: **a link to GPS, your Username, and your Password.**

Click the GPS link shown in your email message and on the Log in page, type your **Username** and your **Password**.

Click **Log in** and that's it, you're in GPS.

If this is your first time logging into GPS, you'll be asked to create a new password. If not, then why not take a look at what's in your To Do List.

Tip: The GPS log in link is on the Intranet and Internet HR homepages or you can bookmark GPS website as a Favorite.



Navigating GPS

Everything in GPS starts from the Home page and it's a good place to go whenever you need to get your bearings.

To-do List

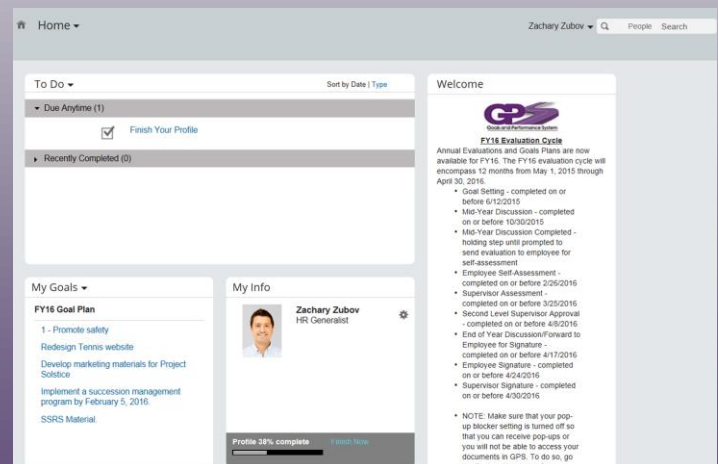
This section lists all the activities ready for you in GPS. Activities can range from reviewing goals to signing your evaluation to checking off a completed meeting. To go to an activity, just click on the activity name.

Home Page Portlets

Individual portlets on the Home page provide short-cuts to popular activities, like direct access to your Goal Plan.

Main Navigation

Navigate from the Home page utilizing the drop-down menu to other work areas, like review forms, or to your personal employee files. Click the module name to go to that page.



Spotlight:

Menu Navigation

Here are a few modules you might be especially interested in:

Goals

This module takes you to your Goal Plan where you can find a list of the goals you are working on. You'll also find some useful tools to help you create new goals or update the progress of existing goals.

Employee File

This module stores the employee records for you and other City employees. This is where you can find your notes, completed forms, and contact information about other City employees or yourself.